From:	Pchen
To:	Davis Chan APACC Board
Cc:	Myriam; Rex Tabora APACC Board; Paul Giusti APACC Board; Sulu Palega APACC Board Member; Christina Chen; James Wong APACC Board; Mable Seto APACC Board; Keith Jackson APACC Board; Sharon E. Deng; Kuang Yu (Tony) Huang APACC Board
Subject:	Transition (1)
Date:	Saturday, March 15, 2014 11:13:33 AM

David,
I will be out-of-town from th., 3/27 till the beginning of April.

I plan to be in APACC on Monday, 3/17, Tu., 3/18 (pm only), and Fri., 3/21 to familiar myself with files/records so I can get answers from you.

It would best to sit down with you, and hopefully with Rex and Myriam to insure a smooth transition. Please let me/us know when would be best. Mon & Tue week after my schedule is open.

I have listed a few things to get the transition started. I am sure there are many more. Please add them.

1. Password for the apacc_apacc@yahoo.com email account.

2. APACC's website password. Thinking of up-dating.

3. Do we have a new password for the wifi? I believe I can get this fr Sharon. Correct?

4. When to submit MOH monthly report? Will u be sharing this info with Myriam and Rex when u folks meet? Need to learn the ins and outs from the expert, you. Appreciate to have a sample.

5. Tai Chi teacher's name and contact no.
When and where do they actually meet on Sundays?
How many students?
How much are the tuition if any?
Who collects the tuition?
Where does the money go after collected?

6. Christmas toy drive contact person and phone no. Any deadline to apply?

7. Cal Fresh contact person and phone no. Is there a deadline to apply?

I understand you are under pressure to complete reports and wrap up everything.

It would be challenging to fill your shoes but I will do my best with your help. Thanks in advance for the support!
Pearl

Enjoy life to the fullest!
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